RMS

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CONFIDENTIAL

Separate - July - Dec 1958

Chief, Management Staff

17 September 1958

Chief, Records Management Staff

Weekly Report for Week Ending 17 September 1958

1. Contributions

a. Tangible

(1) The Records Center received 399 cu. ft. of inactive records from eight offices; 776 cu. ft. of records accumulated for destruction.

(2) Completed the Records Control Schedule for Legislative Counsel, and in conjunction therewith eliminated 3 cu. ft. of records, retired 3 cu. ft. of records to the Center and established a subject file. In addition, 20 cu. ft. of Congressional publications were transferred to the Library and 9 pieces of office furniture returned to stock. These tangible benefits also brought about the opportunity to gain valuable office space.

(3) Approved 13 new and 10 revised forms; eliminated one obsolete form.

b. Intangible

(1) Revised the Map Request and Routing Sheet, Form 466 to provide for the use of NCR paper. This revised form will eliminate the use of a 3 part Library Record Slip, Form 188 and an elaborately printed manilla envelope.

2. Assignments - Active

a. Forms

(1) Thirteen new and 9 revised forms in process.

(2) Survey Printing Services Division.

25X1C4a (3) Reduction in [redacted] requirement for forms.

(4) Revision of Travel Order.

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(5) Revision of Chain Envelope and Courier Receipt. Arrangements made to have the Interim Assignment Branch attach gummed labels to the Chain Envelope reflecting the corrected wording required by the Office of Security.

b. Shelf File Installations

(1) Office of Communications.

(2) Map Library Division/ORR. Shelving in warehouse awaiting for contractors to assemble.

(3) Office of Personnel. Awaiting delivery of shelving from contractor.

(4) Acquisitions Branch, Library/OCR. Plan for use of bookshelving accepted. The Branch will proceed with ordering the equipment suggested.

c. Filing Systems

(1) OCR/IR. Partial shipment of equipment due in this week.

(2) Office of Personnel. We have been requested to suggest improvements for a file of approximately 15,000 5 x 8 cards which serve as an index to certain types of Contract personnel.

(3) New Building Plans Staff. File equipment ordered, forms being printed, and arrangements made with the Interim Assignment Branch to assist in establishing files.

FOIAb3b1 (4) [redacted] Preliminary plans started for expansion of the Index Card File and the Safe-T-Stak equipment.

d. Audit and Revision of Records Control Schedules

(1) General Counsel. See 1(a)2.

(2) ORR. Revised one item on schedule to permit retirement of maps.

(3) OCR. Tentative plans to begin audit of their schedules.

(4) OME. Assisting Area Records Officer in review of schedule and reorganization of sensitive files.

(5) OME. Assisted in destruction of approximately 25 cu. ft. of project records.

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3. Assignments - Inactive

a. OMI Subject-Numeric Files Installations.

b. Logistics Security Staff Card Index.

c. Machine Records Division Files Survey.

d. Intelligence Information Report.

4. News

a. Started a Work Measurement Program in the Records Center.

b. Fourteen representatives from DD/P visited the Vital Materials Depository to observe the procedure used there and to review their records.

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[redacted]

Distribution:
Orig - Addressee
1 - Mr. [redacted]
1 - Mr.
1 - Miss
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9/19/58

Mgt/S/RMS/[redacted]:fjm (19 Sep 1958)

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